

# **JOB VACANCY ANNOUNCEMENT**

## **DELAWARE JUDICIARY**

### **NON-MERIT POSITION POSTING NUMBER – SC0602N06**

**OPENING DATE:** 06/19/06

**CLOSING DATE:** 07/03/06

**JOB TITLE:** Management Analyst II

**SALARY RANGE:** \$35,934.00 MIN - \$44,918.00 MID PG/13

**LOCATION:** Superior Court Prothonotary  
New Castle County Courthouse

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**NATURE AND SCOPE:** The successful candidate reports to an administrative or technical superior. Responsibilities will include data collection, review and analysis with a strong emphasis on database management. Must be proficient with Microsoft Access and Microsoft Excel. Performs short and long term analysis for use in revisions and modification of operational programs and policies. May involve instructing training courses as required. Monitors services provided by agency staff and/or outside agencies for compliance with departmental, state and federal rules and regulations and/or to determine if services meet operational goals and objectives. Writes proposals, procedural manuals, special and routine reports. Contacts include internal and external agencies.

**MINIMUM QUALIFICATIONS:** Applicants must show in the application, education, training and/or experience in each of the following areas. Failure in any one area will **result in a rating of “Not Qualified”**. (Resumes, transcripts, and training certificates may be included as supporting documentation. **Resumes may not be substituted for the application.**)

1. Experience in conducting studies to evaluate operations, programs, services, policies and procedures.
2. Experience in statistical analysis.
3. Experience in interpretation of laws, rules, regulations, standards, policies and procedures.
4. Experience in narrative report writing.
5. Knowledge of designing studies.
6. Knowledge of making recommendations for continuation or changes to operations, programs, services policies and procedures based on findings.

**ADDITIONAL REQUIREMENT:** Participation in Direct Deposit is a mandatory condition of employment with the State of Delaware effective January 1, 1996.

**SPECIAL REQUIREMENT:** ABILITY TO OBTAIN SECURITY CLEARANCE AS ISSUED BY STATE BUREAU OF IDENTIFICATION.

**APPLICATIONS OBTAINED FROM AND RETURNED TO:**

SUPERIOR COURT OF DELAWARE  
500 N. King Street, Suite 2850  
Wilmington, DE 19801-3755  
SLC N210M

OR

Human Resource Management  
Employment Services  
Carvel State Office Building  
820 N. French Street  
Wilmington, DE 19801

Human Resource Management  
Haslet Armory  
122 William Penn Street,  
1<sup>st</sup> Floor  
Dover, DE 19901  
[www.delawarestatejobs.com](http://www.delawarestatejobs.com)

Human Resource Management  
DTCC – Owens Campus  
Georgetown, DE 19947

THE STATE OF DELAWARE  
AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THIS IS A CRIMINAL JUSTICE AGENCY; REVIEW OF THE APPLICANT'S CRIMINAL HISTORY RECORD MAY BE INCLUDED AS A PART OF THE HIRING PROCESS.

**ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH DISABILITIES IN ALL PHASES OF THE APPLICATION AND EMPLOYMENT PROCESS. PERSONS WITH DISABILITIES ARE ENCOURAGED TO CALL (302-255-0090) TO REQUEST AN AUXILIARY AID OR SERVICE.**

**FOR ADDITIONAL INFORMATION CHECK ONLINE [HTTP://COURTS.STATE.DE.US](http://courts.state.de.us)**